

# **DUTY STATEMENT**

## **DEPARTMENT OF STATE HOSPITALS - ATASCADERO**

<b>JOB CLASSIFICATION: DENTAL ASSISTANT</b>
---

### **1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Assists Dentist in the dental and related work of a dental office.

- 30 % Performs the duties of Chairside Dental Assistant by preparing the materials and assisting the dentist in providing direct dental care for various diagnostic, restorative, oral surgical, prosthetic, endodontic and periodontal procedures using current techniques. Prepares the patient for their dental appointment. Takes and processes necessary dental images including dental radiographs as directed by the dentist. Sets up the dental instruments for each specific dental procedure and cleans up after the dental procedure. Sets up removes the Chair barriers. Cleans Dental Operatory after procedures are completed. Provides oral hygiene instruction to dental patients. Assists the consulting Oral Surgeon. RDA only-Performs coronal polishing on patients who have had their teeth scaled. Takes impressions for study models. Constructs temporary crowns.
  
- 30% Cleans, Disinfects, Sterilizes and maintains all instruments and equipment. Notifies the Chief Dentist or designee of equipment failures. Maintains the dental operatory including the waterlines. Completes the Weekly Monitors and Maintains sterilization equipment and dental operatories. Daily Monitor and maintain handpieces, dental supplies, and other dental equipment. Is responsible for constant surveillance of instruments and medication within this maximum-security environment including completing a daily count of the instruments. Maintains the tool count (instrument inventory). Reports missing instruments to the Chief Dentist or designee. Keeps the dental clinic neat, clean, and sanitary.
  
- 30 % Performs office technician duties by seating and preparing patients for dental procedures. Answers telephone, evaluates appointment requests, and schedules patients for dental appointments. Enters patient name and information on patient dental charts and dental x-rays. Maintains patient status in the dental electronic record including the recording of dental procedures, the refused/rescheduled appointments, entry of admitted patients and processing of discharged patients. Maintains sufficient supply of required materials and professional items to operate the Dental Clinic. Maintains patient security and confidentiality as per HIPAA standards and Department of State Hospital standards. Use of Patterson Eagle software and other computer programs hospital wide. Performs other duties as assigned.

- 10% Performs the duties of a Dental Laboratory Assistant by Pouring the impressions with dental stone as needed to make the models. Labels, prepares, and sends the completed dental laboratory cases to the dental laboratory. Monitors and Maintains Dental Laboratory Supplies. Able to lift 25 pounds.

**2. SUPERVISION RECEIVED**

The Dental Assistant (Safety) is supervised by the Chief Dentist with clinical direction given by the Dentist.

**3. SUPERVISION EXERCISED**

N/A

**4. KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Knowledge of: Principles and methods of sterilization; uses of the more common der instruments, equipment, and materials; dental hygiene and prophylaxis; dental office procedures and principles of modern dental record keeping; techniques used in dent names of the teeth and various surfaces of the crown of the tooth

**ABILITY TO:**

Ability to: Read and write English at a level required for successful job performance; identify the more common dental instruments, equipment, and materials; mix amalgam and prepare dental accessories; stand for long periods of time; analyze situations accurately and adopt an effective course of action; follow directions.

**5. REQUIRED COMPETENCIES:**

**INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

**SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

**CPR (*at facility's option*)**

Maintains current certification.

**AGE SPECIFIC**

Provides services commensurate with age of clients/patients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric      ☐ Adolescent      X Adult      X Geriatric

Geriatric: Have the ability to understand that the patient may have limited ability to open mouth and that oral conditions may be dry and lead to smooth surface decay (due to salivary flow).

Adult: Must be able to demonstrate compassion and understanding toward patients, clearly to communicate the patient's dental conditions to the patients.

### **THERAPEUTIC STRATEGIES AND INTERVENTIONS (TSI).**

Applies and demonstrates knowledge of correct methods in Therapeutic Strategies and Interventions (TSI).

### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

### **PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

### **SITE SPECIFIC COMPETENCIES**

To ensure the Hospital's policy to provide a workplace free from sexual harassment hostility, offensive Language/behavior and intimidation. Is responsible to ensure that Hospital objectives are implemented Relative to staff-patient interactions.

### **RELATIONSHIP SECURITY:**

Demonstrates professional interactions with patients and maintains therapeutic boundaries.

### **TECHNICAL PROFICIENCY (SITE SPECIFIC)**

Must have Certificate of Compliance issued by State Board of Dental Examiners for x-ray certification, or Evidence of completion of a qualifying course in dental radiography.

## **6. LICENSE OR CERTIFICATION**

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.

Possess the legal requirements to perform the duties of a Registered Dental Assistant as determined by the California Board of Dental Examiners, including completion of 12 and ½ hours of continuing dental education each year.

**7. TRAINING** - Training Category = 8

The employee is required to keep current with the completion of all required training. Additionally, the Dental Assistant is required to remain competent in Basic Life Support. For a Registered Dental Assistant, the minimum requirement for each renewal period after the first renewal is 25 hours of continuing education.

**8. WORKING CONDITIONS**

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. The employee is required to report to work on time and follow procedures for reporting absences. The employee is required to maintain a professional appearance. The employee is required to comply with hospital policies and procedures. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly, and with respect are critical to the success of the department's mission.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature  
Chief Dentist

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewing Supervisor Signature  
Chief Physician and Surgeon

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date